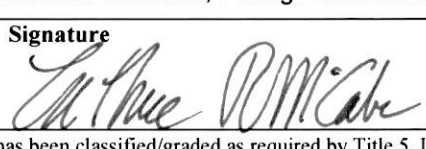


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> 6P6509008	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	White House Liaison	GS	0301	15	
<b>4. Supervisor's Recommendation</b>	White House Liaison	GS	0301	15	
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)			<b>6. NAME OF EMPLOYEE</b> Charles Munoz		
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0000000		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Michael Flynn, Acting Deputy Administrator			<b>d. Typed Name and Title of Second-Level Supervisor</b> Catherine McCabe, Acting Administrator		
<b>b. Signature</b> 		<b>c. Date</b> 2/10/17	<b>e. Signature</b> 		<b>f. Date</b> 2/10/17
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
<b>b. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b> 6558	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 02/14/17
<b>REMARKS</b>					

**WHITE HOUSE LIAISON**  
**GS-0301-15**

**INTRODUCTION**

The purpose of this position is to serve as White House Liaison in the Office of the Administrator, Immediate Office, with responsibility for serving as the Agency's liaison to the White House on confidential and sensitive duties regarding personnel and related issues.

The incumbent of the position requested for Schedule C exception will not be able to adequately perform her duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and, as such, will be expected to reflect her philosophies in conversations with leading figures of government, business and other groups. The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and program officials.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as White House Liaison to the Administrator in the Immediate Office of the Administrator. In this capacity, the incumbent participates in the planning of events to highlight policy announcements, including working out event logistics, writing and editing materials for the press and public, informing organizations interested in the announcement, and briefing the Administrator.
2. Performs a variety of confidential assignments associated with the coordination of sensitive personnel issues with the White House, Congress, industry, public interest groups, and others. Reviews and coordinates sensitive reports, documents and other material of special importance and concern to the Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's points of view. Identifies critical personnel issues or problems which require the immediate and personal attention of the Administrator and recommends appropriate courses of action regarding the necessary interface with White House officials.
3. Serves as liaison with and meets with high level officials from the White House, other Federal and non-Federal agencies, representatives of interested groups, as well as other EPA officials, to ascertain problems and to advise and coordinate on all aspects of sensitive personnel issues.
4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational or program matters. Arranges for the implementation of specific policies and solutions developed, including making action assignments to the appropriate organizational element.

5. As requested, attends conferences and meetings either with or as a representative of the Administrator, Deputy Administrator or Chief of Staff, within EPA to convey their point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Administrator on matters discussed and recommendations made.
6. Responsible for keeping currently alert and informed on all policies, programs and procedures of an Agency-wide scope and knowledgeable of substantive programs and organizational interrelationships. Assists in the compilation and review of all briefing materials for the Administrator's use for public appearances and out-of-town engagements to ensure that the documents reflect the Administrator's point of view, pertinent Agency policy and the Administration's priorities. The incumbent must anticipate which issues may be particularly sensitive or controversial to ensure that the Administrator has the necessary background information in advance of her engagements.
7. As requested, attends meetings for or with senior management officials for fact finding, problem solving and negotiation. These assignments require the utmost tact, diplomacy and perception regarding the subject and persons involved. Prepares reports and analyses for presentation to senior managers, as required.
8. As requested, conducts special assignments on matters of special concern or interest to senior management. Assignments are usually broad based, touching upon wide program areas or activities within the Office of the Administrator, relationships with other parts of the Agency and other Government entities or with various segments of the private sector. Establishes contacts at the highest official levels for this purpose, develops information, evaluates findings and prepares reports incorporating conclusions and specific recommendations. Provides information to senior managers through personal briefings.
9. Performs other duties of a close and confidential nature, as assigned.

**FACTOR 1. KNOWLEDGE REQUIRED**

**Level 1-9**

**1850 Points**

Mastery of advance management and organizational principles and practices along with a comprehensive knowledge of planning, programming and budgeting regulations, guidance and processes and a thorough knowledge of the Office of the Administrator's mission and functions to prepare long-range and short-range planning guidance in accordance with broad Agency policies and objectives.

This position requires an expert level of knowledge and experience applying the application of a wide range of qualitative and quantitative methods for the planning, management, implementation, and assessment of complex projects and associated processes as well as the improvement of complex management processes and systems. Typically, this includes broad knowledge of Agency media programs, goals, and objectives and methods of analyzing and

adapting to a variety of program practices and procedures to support the mission of the office. Knowledge and skill in developing materials, documents, and presentation to obtain the necessary resources needed to fully function and meet the goals and objective of the office; the resources may include budget, human resources, alliances, etc. Assessments regarding program posture are made through program analysis, personnel program reviews and management/staff officials' consultation. To perform the duties of the position effectively, the incumbent must have:

- Substantial management and technical skills sufficient to assist the Administrator in planning, organizing, staffing, and carrying out the Agency's executive and political appointment program;
- Knowledge of the organizational structure of the EPA, the nature of EPA's mission/functions, the composition of the work by occupations, grades, pay levels, race, national origin, gender, and other relevant characteristics;
- Skill in analyzing statistical data, organizational policies, and management practices to identify progress, trends, and barriers to achieve set measures for program initiatives and to recommend solutions to eliminate problems and/or maintain success;
- Skill in oral and written communication to develop and present cogent arguments for the acceptance of controversial points-of-view;

Comprehensive knowledge of a wide range of administrative laws, policies, precedents, and practices applicable to the administration of programs and functions across the Agency in order to provide substantive advice to and develop recommendations for the Administrator. This includes knowledge of program goals and objectives, the sequencing and timing of key program events and milestones. The work requires knowledge of the relations between EPA and the White House, and other parts of the Executive Branch.

Mastery of the applications of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness and the improvement of complex management processes.

Skill to plan, organize and negotiate effectively with management officials to accept and implement recommendations, where proposals involve substantial resources, or require extensive changes in established procedures.

## **FACTOR 2. SUPERVISORY CONTROLS**

**Level 2-5     650 Points**

The incumbent works under the general direction of the Administrator for the Environmental Protection Agency, who provides assignments in terms of administrative and policy direction concerning the overall project priorities and objectives to be accomplished. The incumbent is delegated complete responsibility and authority to plan, schedule and carry out major projects concerned with the analysis or evaluation of human resources issues, activities or problems which span across Agency functional responsibilities involving political appointments. The

incumbent is expected to exercise discretion and judgment in determining whether to broaden or narrow the scope of the assignment. Analyses, evaluations and recommendations developed by the incumbent are normally reviewed only for potential influence on broad Agency policy objectives and program goals.

### **FACTOR 3. GUIDELINES**

**Level 3-5      650 Points**

The guidelines include basic administrative policy statements concerning the issues or problems being studied or analyzed, and include Agency policy initiatives. The incumbent is responsible for using judgment and discretion in determining the intent of such guidelines, and for interpreting and revising existing policies or other guidance materials for use by others. The incumbent is recognized as an expert in the development and interpretation of guidance relating to program planning and evaluation of program activities and functions involving political appointments.

### **FACTOR 4. COMPLEXITY**

**Level 4-6      450 Points**

The incumbent is responsible for the planning, organization, and follow-through of analytical studies and evaluations which involve the substance of key Agency programs, which in turn impact the rest of the Agency. The work performed by the incumbent is of such breadth and scope that it requires the input and assistance from other analysts and subject matter specialists. In such cases, the incumbent serves as the Program Analyst responsible for coordinating the group efforts and consolidating the findings into a completed project. The work performed by the incumbent is made complex due to the difficulty in identifying the nature of the issues or problems involved, and in planning, organizing, and determining the scope and depth of the work to be performed, which are largely undefined. This includes the difficulty encountered in separating the substantive nature of the programs or issues involved into their administrative, technical, political, economic, fiscal or other components, and in determining the magnitude of the interactions between these components. Difficulty is also encountered in discerning the intent of policy statements and determining how to translate the intent into program actions.

### **FACTOR 5. SCOPE AND EFFECT**

**Level 5-6      450 Points**

The purpose of this position is to perform very broad and extensive assignments as a White House Liaison. The purpose of the work is to analyze and evaluate major administrative aspects of the substantive, session oriented programs of the Agency as they relate to the functional responsibilities of the Office of the Administrator. The findings may result in substantial redirection of efforts and policies related to and impacting on major national environmental issues. This includes the development of long range policies, plans, goals and objectives; identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal Agency program goals and objectives.

### **FACTOR 6. PERSONAL CONTACTS**

**Level 6-4      110 Points**

As a White House Liaison, the incumbent's personal contacts include persons outside the Agency such as high ranking officials of other Federal agencies, senior executives in the private sector, in



addition to consultants and top Agency management such as the Administrator, Deputy Administrator, Assistant/Associate Administrators, and Office Directors in unstructured or ad hoc settings.

**FACTOR 7. PURPOSE OF CONTACTS**

**Level 7-4      220 Points**

In addition to identifying decision-making alternatives and justifying recommendations and options to resolve administrative problems and influencing management to accept and implement findings and recommendations where there is some resistance, the purpose of these contacts is to justify or settle matters which involve significant or controversial issues which have an impact on major programs.

**FACTOR 8. PHYSICAL DEMANDS**

**Level 8-1      5 Points**

The work performed by the incumbent is primarily sedentary in nature, although there may be some walking, bending, or carrying of light objects such as books and files, and occasional travel.

**FACTOR 9. WORK ENVIRONMENT**

**Level 9-1      5 Points**

The work is performed in an office setting which is adequately lighted, heated, ventilated, and requires no special precautions.

**TOTAL POINTS -4355 = GS-15**